Capital Planning Task Force

Minutes

January 29, 2020
Approved: March 2, 2020

Selectmen's Hearing Room

Present: Cynthia Rainey, School Committee member; Stephen Crane, Town Manager; Kerry Lafleur, Finance Director; Terri Ackerman, Select Board member; Dr. Laurie Hunter, School Superintendent; Hugh Lauer. Also present: Dee Ortner, Finance Committee liaison; Karlen Reed.
Absent: Todd Benjamin, Chair; Elise Woodward; Jared Stanton, Director of Finance and Operations, Concord Public Schools

Ms. Ackerman called the meeting to order at 5:05pm on January 29, 2020.

Review & Approval of Meeting Minutes: **VOTE:** Minutes of Jan 14, 2020 meeting approved unanimously.

The discussion of the following topics ensued:
1. *Definition of very large projects:* After discussion on the types of projects (including multi-year), dollar value, and process (debt exclusion), the following motion was made by Stephen Crane:
MOTION: The definition of a "very large project" is a project exceeding a cost of 5 Million dollars or any project that has two or more phases wherein the sum of any two phases exceeds 5 Million dollars.
After an amendment to reduce the amount to 3 Million dollars was defeated, the original motion was passed unanimously.

2. *Discuss 2002-2003 Concord Facilities Planning Report:* Clarification and discussion of the status, timetable and sequence for recommended projects presented in the report were followed by comments on the facilities and maintenance planning recommendations presented at the end of the report. There was a consensus that the sequence of projects was generally followed, at least for the first 10 years, however some of the recommendations were not followed and should be reviewed by the current committee.

3. *Capital planning committee:* tabled until the next meeting.

4. *Develop an integrated systems-based criteria list:* A previously distributed list of criteria presented by Stephen Crane and a list submitted by Elise Woodward became the sources for discussion. After lengthy discussion about higher-level concepts, e.g., advances shared priorities, solves problems, the group decided to review and come back to this topic at the next meeting. The exact number of criterion was not decided, yet the range should be between 5 to 8 or 10 concepts.
NOTE: The cumulative list of criteria is shown in Attachment A.

5. *Prepare for Public Forum:* The Forum is scheduled for March 2, 2020 at 7pm with a set-up time of 6:30pm for the Task Force. It will take place in the Town House with a presentation format of Background, Capital Planning Today, Proposed Recommendations, and Public Comment. Discussion also included the need for easily understood content and a compelling approach to entice attendance. The

group will assign portions of the discussion at the February 11, 2020 meeting. Graphs and/or handouts to be determined.

Follow-up: A. Arrange for an email address to receive comments and questions.

   B. Request that PEG record the Hearing for community access.

Meeting adjourned at 6:29pm

Cumulative Project Criteria List

1. Does the project advance the Town's sustainability goals?

2. Does the project impact life safety for employees, residents, etc?

3. Is the project a long-term solution to the issue being addressed?

4. Were stakeholders engaged in the planning process?

5. Where alternative solutions explored during the planning process?

6. Does the project create any operational efficiencies?

7. Does this project support the Town's ability to respond to environmental threats and emergencies?

8. Will this project result in additional employees or personnel?

9. Will this project provide needed services for the senior population?

10. Will this project result in changes to the school populations and/or spending mandates?

11. Will this project solve multiple objectives in different departments?

12. Will this short-term capital investment result in long-term cost savings or in revenue generation?

13. Does this project strengthen Town-School fiscal coordination?

14. Were alternative funding strategies evaluated for this project?